

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 20, 2011

POSITION TITLE: **CONSERVATION/WATER USE EFFICIENCY ANALYST
SENIOR CONSERVATION/WATER USE EFFICIENCY
ANALYST**

GRADE LEVEL: G/E

SUPERVISOR TITLE: Senior Water Resources Planner

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, provides leadership and oversees field operations in the Water Resources Management Program. Perform professional level duties on the District's residential, commercial, agricultural and large landscape water conservation programs. This includes developing programs to promote water conservation, conducting field audits and providing consultation on residential and landscape water conservation methods, responding to customer inquiries or complaints, gathering and analyzing data and preparing reports on water conservation issues. Ability to perform a variety of technical and administrative duties as assigned.

CLASS CHARACTERISTICS

Conservation/Water Use Efficiency Analyst

This is a professional journey level classification. Positions assigned to this level perform a range of analytical work in support of a department or District wide program under general supervision. Employees at this level receive only occasional instruction when applying best practices study approach and analytical techniques in order to make recommendations based on study conclusions and results. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Senior Conservation/Water Use Efficiency Analyst

This is a senior level classification. Positions assigned to this level are fully competent to independently perform analytical work in support of a department or District wide program. While exercising independent judgment, applying best practices study approach and analytical techniques in order to make sound recommendations based on

study conclusions and results. The incumbent will be expected to communicate effectively, verbally and in writing. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

- ✎ Assist in developing and implementing goals, objectives and priorities for the District's Efficiency/Conservation Program
- ✎ Solicit, schedule and conduct water audits of residential, commercial and industrial and large landscape customers
- ✎ Develop and manage major water conservation programs, such as the District's Large Landscape/Water Management Program, as appropriate
- ✎ Make site visits, gather and analyze data and make written reports to site owners and managers making recommendations for improving water use or irrigation efficiency
- ✎ Respond to customer inquiries or complaints and provide technical assistance regarding irrigation and landscape management or water use problems
- ✎ Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program
- ✎ Use a personal computer to enter, maintain and analyze data and prepare reports and correspondence
- ✎ Host and/or attend public meetings and workshops and make presentations
- ✎ Maintain and analyzes customer water consumption information; reports on current and projected water supply and demand and related issues
- ✎ Work with various state, regional and local agencies, committees and working groups
- ✎ Write grant applications and manages grant programs including monitoring expenditures; evaluating the need for changes in budgetary allocations and cost-analysis
- ✎ Perform work requiring sound independent judgment, accuracy and set priority of assignments
- ✎ Conduct a variety of special projects and studies
- ✎ Communicate effectively, both verbally and in writing
- ✎ Prepare clear and concise written reports and correspondence
- ✎ Perform other related duties as assigned

QUALIFICATIONS

Conservation/Water Use Efficiency Analyst

Knowledge of:

- ✎ Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications
- ✎ Principles, practices and techniques of landscape and irrigation systems maintenance and design
- ✎ Water conserving plants, types of soils, turf grasses and irrigation systems

- ✎ Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro spray and sprinkler systems
- ✎ Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
- ✎ Knowledge of California Urban Water Conservation Council program and reporting requirements
- ✎ Word, Excel, PowerPoint, Access and other computer applications related to water conservation applications

Ability to:

- ✎ Market, organize and conduct effective water conservation and landscape irrigation auditing programs
- ✎ Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations
- ✎ Perform field measurements, calculations and sketches
- ✎ Read and interpret technical manuals, blueprints, diagrams and schematics
- ✎ Read and interpret complex technically written materials, landscape and building plans
- ✎ Attend various community and civic meetings and/or functions and make presentations
- ✎ Use a variety of tools, devices and equipment specific to water conservation activities
- ✎ Represent the District in a professional manner to the public and outside agencies
- ✎ Establish and maintain effective working relationships with internal departments, external organizations and the public

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is

Experience: Two (2) years of experience in a water conservation program, or work involving landscape design, irrigation design or industrial process water use.

Training: Graduation from an accredited college with an associate's degree in physical science, landscape architecture, horticulture or closely related field and two (2) years experience performing water conservation activities. Or, completion of 12th grade or its equivalent; and three (3) years experience performing residential and/or commercial water conservation consultations and irrigation auditing, water usage investigation and analysis, and related water conservation activities.

License and Certificates:

- ✎ California Class C Driver's License, required
- ✎ Certification as a Landscape Irrigation Auditor, desirable or ability to obtain within one year of employment

*In addition to the qualifications for a **Conservation/Water Use Efficiency Analyst:***

Senior Conservation/Water Use Efficiency Analyst

Knowledge of:

- ✎ Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications
- ✎ Principles, practices and techniques of landscape and irrigation systems maintenance and design
- ✎ Water conserving plants, types of soils, turf grasses and irrigation systems
- ✎ Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro spray and sprinkler systems
- ✎ Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
- ✎ Knowledge of California Urban Water Conservation Council program and reporting requirements
- ✎ Knowledge of water conservation legislation and regulatory process
- ✎ Word, Excel, PowerPoint, Access, and other computer applications related to water conservation applications

Ability to:

- ✎ Market, organize and conduct effective water conservation and landscape irrigation auditing programs
- ✎ Ability to provide technical input and analysis on emerging legislation or regulatory policy pertaining to water use efficiency/conservation
- ✎ Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations
- ✎ Perform field measurements, calculations and sketches
- ✎ Read and interpret technical manuals, blueprints, diagrams and schematics
- ✎ Read and interpret complex technically written materials, landscape and building plans
- ✎ Make mathematical calculations of complex difficulty
- ✎ Attend various community and civic meetings and/or functions and make presentations
- ✎ Communicate effectively, both verbally and in writing. Prepare clear and concise written reports and correspondence
- ✎ Represent the District in a professional manner to the public and outside agencies

Experience: Five (5) or more years of experience in a water conservation program, or in work involving landscape design, irrigation design or industrial process water use.















Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture or a related field.

License and Certificates:

-  California Class C Driver's License, required
-  Certification as a Landscape Irrigation Auditor, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
-  Regularly use a telephone for communication
-  Use office equipment such as a personal computer, copier and fax machine
-  Sit for extended time periods
-  Must be able to work outside in varying climatic conditions, lift moderately heavy objects up to 50 lbs.
-  Perform manual labor required to install water conserving fixtures and set up conservation booths
-  Hearing and vision within normal ranges
-  Sit for extended periods of time
-  Carry, push, reach and lift up to 20 lbs. routinely
-  Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
-  Travel as requested by automobile in conducting District business
-  Occasionally stoop, kneel or crouch
-  Sufficient manual dexterity to operate equipment
-  Traffic hazards

OTHER REQUIREMENTS

This position is classified as non-exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

Employee Signature

Date

Supervisor/Manager Signature

Date